

Development Services Department  
Building Safety Division

## **PLANS AND PERMIT PROCEDURES FOR INTERIOR TENANT IMPROVEMENTS IN COMMERCIAL & INDUSTRIAL BUILDINGS**

### **A. PERMITS REQUIRED**

- (1) Building Permits are required when any work is done to enlarge, alter, repair, improve, convert or cause the same to be done to any building within the City of Tempe.
- (2) Permits are required when the Electrical, Plumbing and Heating and Air Conditioning systems are altered or expanded.

### **B. PLANS REQUIRED**

Submit two complete sets of drawings. (Four sets are required if there are visible exterior modifications.) Plans must be BLUE-LINE OR BLACKLINE, LEGIBLE, DIMENSIONED, drawn to SCALE and of MICROFILMABLE QUALITY. Plans must also clearly distinguish between EXISTING and NEW work.

**At a minimum, the plans for a Tenant Improvement will include the following:**

- (1) **Site Plan:** Drawn to scale @ 1" = 20' or 1/16" = 1'
  - (a) A site plan is generally required to determine which building in a series of buildings, which suite within a building, etc. is to be modified.
  - (b) A complete site plan must be submitted whenever the use of the occupied area changes. Show all required parking as determined by Part 4, Chapter 3 -- Zoning Ordinance 808. Show by dimension all new parking areas, driveways, maneuvering areas, ADA complying spaces, and signage.
- (2) **Floor Plan:** To scale at 1/8" or 1/4" = 1'
  - (a) Designate all areas by use (i.e., office, foyer, etc.)
  - (b) Dimension all areas, and provide area square footage.
  - (c) Designate all partitions by separate posche, i.e., new, existing to remain and existing to be removed.
  - (d) Designate the required exit system and specify correct door hardware and signs. See U.B.C. Section 1002, 1003, 1004, 1005, 1012 and 1013 as applicable.
  - (e) Provide specifications of all material to be used.
  - (f) Provide a symbol legend.
- (3) **Details and Sections:** To scale minimum 3/8" = 1'
  - (a) Detail and specify all components of new construction, including fire ratings where required.
  - (b) Provide a wall section showing the ICBO # of floor and ceiling fasteners, ICBO # of steel studs, other materials, and lateral load bracing per UBC Table 16-B.
  - (c) Provide a reflected ceiling plan when new and/or special ceiling systems are to be installed. Provide UBC required support of diffusers and lighting fixtures. Designate fire-resistive materials where required.
  - (d) Provide a door schedule. Detail hardware, function, and fire ratings.

- (e) Detail all Americans With Disabilities Act Accessibility Requirements i.e. hardware, clearances, ramps, bathrooms, etc.

**Electrical Plans:** Required when lighting or power circuits are to be revised or expanded.

- (a) Show panel(s) by location, capacity, type and service.
- (b) Provide load tables for all panels, existing loads and new loads.
- (c) Show location and circuiting of new lighting, convenience and power outlets. For lighting see UBC Standard 25.213 about support of fixtures. For 1-hour ceilings, protect lighting openings.

**Plumbing Plans:** Required when water or sewer lines are altered or the system is expanded.

- (a) Provide a waste and vent isometric and indicate all pipe sizes and materials. Plastics are allowed in II-N, III-N, and V-N Construction Types only.
- (b) Provide building drain and branch plan, size, capacity or slope, and cleanout locations.
- (c) Provide fixture unit count of all loads on drain lines.

**Mechanical Plans:** Required when the heating, air conditioning and ventilation systems are altered or expanded or when a new ceiling is installed. See UBC. 25.214 concerning support of diffusers.

- (a) Show location and capacity of the existing and new equipment.
- (b) Show location, size and capacity of all new ducts, diffusers, and grill systems.
- (c) Provide notes or details when fire dampers are required.
- (d) Provide details for screening of roof mounted equipment.

**Automatic Sprinkler Plans:** Required when walls added or demolished or any other time heads are added, relocated, etc.

### **C. PROJECT SUBMITTAL**

Complete the Project Submittal. For the valuation, use the actual construction valuation, not just the material costs.

### **D. PROCESSING THE APPLICATION**

- (1) Submit the completed Project Submittal. Submit two (2) sets of prints of the drawings designated in Section "B" (4 sets if exterior modifications are made). And pay the required plan check fee for plan processing. (Criteria for reviewing Tenant Improvement plans at the counter will be made by the Development Services Specialist based upon complexity of the review and completeness of the plans.)
- (2) After the plans have been checked for compliance to the Building Codes and the Zoning Ordinance and any required corrections have been made and rechecked, a permit will be issued. (All corrections to plans required by the plan check shall be made on the original tracings of the plans and specifications and new reproductions of the corrected sheets submitted to the Department of Building Safety for approval.)
- (3) No work is to be started or permitted to progress until a building permit has been obtained.